

**PARALEGAL  
CRIMINAL DIVISION  
RHODE ISLAND OFFICE OF THE ATTORNEY GENERAL  
Paygrade 8717 (\$42,517 - \$47,286)  
August 20, 2021 – September 10, 2021**

**About the Office:** The Attorney General is the state's top lawyer and law enforcement official, protecting and serving the people and interests of Rhode Island through a broad range of duties. Every day, the Office's attorneys fight to ensure the public safety of the state's communities, improve the economic security of its citizens, safeguard the state's spectacular natural resources, and restore the public's trust in government. Assistant and Special Assistant Attorneys General represent the people of Rhode Island in civil and criminal matters before trial courts, appellate courts, and the supreme courts of Rhode Island and the United States. The Office is unique among attorneys general offices across the country. Out of fifty states, only two other offices share the same broad criminal mission. The Office's attorneys prosecute complex and violent crimes and functionally serve as one of the nation's largest district attorney's offices, prosecuting all felonies throughout the state.

**Responsibilities:** The position offers a unique and challenging experience for a highly motivated person. The office is seeking a paralegal that will be responsible for paralegal duties within the Criminal Division. The person selected for the position will assist prosecutors with assigned legal matters and cases. This includes reviewing case materials, drafting discovery requests and responses and initiating/e-filing cases in the Odyssey/File & Serve portals and Criminal case management system (CMS); assisting with trial preparation; coordinating with police officers and witnesses; legal research; and any other related duties as instructed by the Unit or County Chief and Chief Paralegal of the Criminal Division.

**Qualifications:** Such as having been gained through graduation from a senior high school, supplemented by courses in paralegal studies. Applicants must possess superior paralegal, clerical, and organizational skills, be computer literate, adept at learning new computer programs and the capacity to function at a high level in a demanding environment. Additionally, applicants must exhibit the ability to work in a supportive and professional manner with other support staff, attorneys, law enforcement agencies, and the general public.

**If applying for position by submitting cover letter and resume via mail or email, no need to apply through online system.**

**Application Process:** Applicants should submit a (1) a cover letter, (2) resume, and (3) list of three references to:

Aida Crosson  
Director of Administration  
Office of the Attorney General  
150 South Main Street  
Providence, RI 02903  
[ACrosson@riag.ri.gov](mailto:ACrosson@riag.ri.gov)

**The Rhode Island Office of Attorney General is an Equal Opportunity Employer.**

All qualified applicants will receive consideration without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or covered veteran status.